

**RELEASE OF STUDENT DIRECTORY INFORMATION**

The Board of Trustees recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Assistant Superintendent of Student Services is designated as the Custodian of Records for the District. Principals shall be responsible for implementation of policies at the school site level.

The Custodian of Records is authorized to classify records in accordance with Title 5 of the California Code of Regulations and such other administrative regulations as may be adopted by the Board. However, due to the cost of maintaining records in perpetuity, permanent record classification and retention beyond the express requirements of Title 5, Section 432 of the California Code of Regulations, shall be submitted to the governing board for approval.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. (Education Code 49073)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with Board policy. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073).

Directory Information may be released pursuant to this policy and District regulations. "Directory Information" is defined as any or all of the following:

1. Pupil's full name and any nicknames
2. Names of pupil's parent(s)/guardian(s)
3. Mailing address, including e-mail address or e-mail address of parent(s)
4. Home telephone number
5. Date of birth
6. Classroom or homeroom
7. Participation in officially recognized activities and sports
8. Dates of attendance or enrollment at school
9. Degrees and awards received
10. The name of the public or private school from which a pupil was promoted

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Parents and/or guardians shall be given the opportunity to deny the release of any Directory Information in accordance with state and federal law. Such denial of the release of any Directory Information shall be absolute, and due to administrative burden, parents and guardians are not afforded the opportunity to direct District personnel to release Directory Information in some instances but not others. Thus, if parents do not wish to have their student's information released pursuant to District policy, their student's information will not be released to anyone, and will not appear in any student directory or class list.

Any information constituting Directory Information within the meaning of this Board Policy may be released only as authorized by State and Federal law, and additionally may be released upon the Superintendent's or Principal's discretion to any of the following:

- (1) The Parent-Teacher Association of the school upon their request;
- (2) The Education Foundation upon their request;
- (3) The local public library system for the purposes of issuing a library card to our students;
- (4) The parent(s) or guardian(s) of other students currently enrolled in the school of attendance for the purposes of creating class lists, a classroom directory;
- (5) Persons who attend school events, to the extent that release of student names and addresses is relevant to the nature of the event, such as in a program or cast list;
- (6) Appropriate law enforcement personnel in the regular performance of their duties upon their request for the purposes of calling parents, accessing schedules;
- (7) News media outlets for purposes of stories relevant to the student's recent achievements, performances, honors, or athletics upon their request.

The Superintendent or designee shall provide detailed procedures for supporting and implementing this policy to school sites.

*Legal Reference:*

EDUCATION CODE

49061 *Definitions*

49063 *Notification of parents of their rights*

49073 *Release of directory information*

49073.5 *Directory information; military representatives; telephone numbers*

49603 *Public high schools; military recruiting*

UNITED STATES CODE, TITLE 10

503 *Military recruiter access to directory information*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

7908 *Armed forces recruiter access to students and student recruiting information*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*

Policy

Approved:

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

Foster City, California